

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT	
Budget Hearing Information	
1441 EAST M, SUITE B	Location: USDA Service Center Goshen County
TORRINGTON, WY 82240	Date: 5/19/2021
307-532-4880	Time: 1:00 PM
GOSHEN COUNTY	Budget Prepared by: Denise Lucero/ S Valentine

S-A BUDGET MESSAGE W.S. 18-4-104(d)

The North Platte Valley Conservaton District Operating Account has maintained a Minimum Balance of \$60,000.00 this fiscal year and is used for General Operations, specific Conservation Programs, and Emergency Funding of Operations in the event of Loss of Regular Funding. A Separate Tree Program Operating Account has been restricted by Management for the exclusive purpose of Operating the "Tree Program" that serves the three (3) Conservation Districts in Goshen County. Minimum Account Balance each fiscal year maintains a beginning balance of \$10,500.00. The Board requests the Maximum One Mill Levied for the Fiscal Year ending 6/30/22.

S-B RESERVE DESCRIPTION

The District maintains a Management Designated Emergency Reserve in the form of a savings account that has an excess of \$30,000.00 this fiscal year. A Management Designated Tree Program Savings Reserve carries a minimum balance of \$27,000.00 each fiscal year. A Management Designated Reserve account under Tree Program Funds in the form of a savings account has an annual transfer amount of \$3624.00 for final transfer this fiscal year.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Art Davis	2022	<input checked="" type="checkbox"/> Yes
David Cushman	2024	If Yes, enter Address of office: 1441 EAST M, SUITE City, State, Zip: TORRINGTON, WY 82240 Phone Number: 307-532-4880 EXT 102 Hours Open: 7:30 AM - 4:30 PM M-F
Enoch Baumgardner	2024	
Kay McKee	2024	
Chrissy Ochsner	2022	

Where are the minutes of your board meeting available for public review?
 Office and Websiste - www.conservegoshen.com

How and where are the notices of meeting posted for the public?
 Website www.conservegoshen.com and Lobby of USDA Service Center and Calender of Events

Where are the public meetings held?
 USDA Service Center 1441 East M Street Torrington, WY 82240

PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$231,548	\$225,287	\$340,291	\$340,291
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	-\$3,667	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$536,362	\$500,808	\$668,707	\$668,707
S-5	Amount requested from County Commissioners	\$156,356	\$158,724	\$158,724	\$158,724
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$156,356	\$158,724	\$158,724	\$158,724
S-9	Government Support	\$12,823	\$8,824	\$12,815	\$12,815
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$122,262	\$88,139	\$156,033	\$156,033
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$291,441	\$255,687	\$327,572	\$327,572
------	---------------	-----------	-----------	-----------	-----------

NORTH PLATTE VALLEY CONSERVATION DISTRICT

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$810	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$12,079	\$62,030	\$77,400	\$77,400
S-18	Operations	\$182,375	\$111,206	\$199,991	\$199,991
S-19	Indirect Costs	\$37,094	\$47,574	\$62,900	\$62,900
S-20R	Expenditures paid by Reserves	\$0	\$3,667	\$0	\$0
S-20	Total Expenditures	\$231,548	\$225,287	\$340,291	\$340,291

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$244,921	\$244,921	\$341,135	\$341,135

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$60,343	\$60,343	\$56,676	\$56,676
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$60,343	\$60,343	\$56,676	\$56,676
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$60,343	\$60,343	\$56,676	\$56,676
S-32	Less Total to be spent	\$0	\$3,667	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$60,343	\$56,676	\$56,676	\$56,676

End of Summary

Denise Lucero District Manager
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 5/19/2021

DISTRICT ADDRESS: 1441 EAST M, SUITE B
TORRINGTON, WY 82240

PREPARED BY: Denise Lucero / S Valentine

DISTRICT PHONE: 307-532-4880

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT
NAME OF DISTRICT/BOARD

FYE 6/30/2022

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$156,356	\$158,724	\$158,724	\$158,724
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211	\$8,824	\$8,824	\$8,824	\$8,824
R-2.2 Additional County Aid (non-treasurer)	4237	\$3,999	\$0	\$3,991	\$3,991
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$12,823	\$8,824	\$12,815	\$12,815
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$0	\$0	\$0	\$0
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$341	\$108	\$300	\$300
R-5.2 Other: Specify <u>DONATIONS</u>	4500	\$12,132	\$11,665	\$18,000	\$18,000
R-5.3 Other: See Additional		\$109,789	\$76,366	\$137,733	\$137,733
R-5.4 Total Miscellaneous		\$122,262	\$88,139	\$156,033	\$156,033
R-5.5 Total Forecasted Revenue		\$135,085	\$96,963	\$168,848	\$168,848
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2022

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211		\$810		
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$810	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002		\$42,000	\$44,000	\$44,000
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011	\$1,287		\$2,000	\$2,000
E-3.2 Mileage	7012	\$512	\$323	\$2,000	\$2,000
E-3.3 Other (Specify)					
E-3.4 MEETING/BOARD EXPENSES	7013	\$745	\$600	\$1,000	\$1,000
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021	\$309	\$250	\$1,000	\$1,000
E-4.2 Accounting/Auditing	7022		\$5,000	\$9,000	\$9,000
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$28	\$2,600	\$4,000	\$4,000
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034	\$1,316	\$417	\$2,500	\$2,500
E-5.5 Other (Specify)					
E-5.6 DUES & SUBSCRIPTIONS	7036	\$7,882	\$10,000	\$11,000	\$11,000
E-5.7 ELECTION FEES	7036		\$840	\$900	\$900
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$12,079	\$62,030	\$77,400	\$77,400

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT

FYE 6/30/2022

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-7 Personnel Services					
E-7.1	Wages—Operations	\$80,136	\$42,010	\$42,000	\$42,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	TREE LABOR	\$8,696	\$10,306	\$12,000	\$12,000
E-7.5	FLEX SHARE ACCOUNT	\$2,038			
E-7.6					
E-8 Travel					
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3					
E-8.4					
E-8.5					
E-9 Operating supplies (List)					
E-9.1					
E-9.2					
E-9.3					
E-9.4					
E-9.5					
E-10 Program Services (List)					
E-10.1	EDUCATION PROGRAMS	\$770		\$12,000	\$12,000
E-10.2	FAIR BOOTH	\$916	\$600	\$1,000	\$1,000
E-10.3	TREE PROGRAM EXPENSES	\$58,855	\$36,700	\$75,000	\$75,000
E-10.4	COMMUNITY PROGRAMS	\$13,217	\$11,590	\$32,000	\$32,000
E-10.5					
E-11 Contractual Arrangements (List)					
E-11.1	RESOURCE COST SHARE	\$0		\$12,000	\$12,000
E-11.2	TREE COST SHARE	\$6,402	\$10,000	\$10,000	\$10,000
E-11.3	BUSINESS OFFICE EXPENSE	\$1,719			
E-11.4					
E-11.5					
E-12 Other operations (Specify)					
E-12.1	WDA LAB FUNDS	\$4,277	\$0	\$3,991	\$3,991
E-12.2	ACCOUNTING FEES	\$5,349	\$0		
E-12.3					
E-12.4					
E-12.5					
E-13 TOTAL OPERATIONS		\$182,375	\$111,206	\$199,991	\$199,991

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT

FYE 6/30/2022

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502	\$1,946	\$1,321	\$3,500	\$3,500
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504			\$1,000	\$1,000
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$6,796	\$7,080	\$9,500	\$9,500
E-15.2 Workers Compensation	7512	\$1,528	\$1,573	\$2,500	\$2,500
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514	\$8,410	\$12,063	\$15,000	\$15,000
E-15.5 Health Insurance	7515	\$18,202	\$23,123	\$25,000	\$25,000
E-15.6 Other (Specify)					
E-15.7 LIFE INSURANCE	7516	\$81	\$110	\$200	\$200
E-15.8 DD FEES	7516	\$131	\$110	\$200	\$200
E-15.9 _____ see additional details			\$2,194	\$6,000	\$6,000
E-17 TOTAL INDIRECT COSTS		\$37,094	\$47,574	\$62,900	\$62,900

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRIC
NAME OF DISTRICT/BOARD

FYE 6/30/2022

GENERAL FUNDS

	DOA Chart of Accounts	End of Year	Beginning	Beginning	Pending Approval
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	
C-1 Balances at Beginning of Fiscal Year					
C-1.1 General Fund Checking	1010	\$244,828	\$244,828	\$341,035	\$341,035
C-1.2 Savings and Investments	1040		\$0		
C-1.3 General Fund CD Balance	1050		\$0		
C-1.4 All Other Funds	1020	\$95	\$95	\$100	\$100
C-1.5 Reserves (From Below)		\$60,343	\$60,343	\$56,676	\$56,676
C-1.6 Total Estimated Cash and Investments on Hand		\$305,264	\$305,264	\$397,811	\$397,811
C-2 General Fund Reductions:					
C-2.1 a. Unpaid bills at FYE	2010	\$1,881		\$2,090	\$2,090
C-2.2 b. Reserves		\$60,343	\$56,676	\$56,676	\$56,676
C-2.3 Total Deductions (a+b)		\$62,224	\$56,676	\$58,766	\$58,766
C-2.4 Estimated Non-Restricted Funds Available		\$243,040	\$248,588	\$339,045	\$339,045

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-3				
C-3.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2 <i>Date of Reserve Approval in Minutes:</i>				
C-3.3 Amount to be added to the reserve				
C-3.4 <i>Date of Reserve Approval in Minutes:</i>				
C-3.5 SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6 Identify the amount and project to be spent				
C-3.7 a. _____				
C-3.8 b. _____				
C-3.9 c. _____				
C-3.10 <i>Date of Reserve Approval in Minutes:</i>				
C-3.11 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12 Balance to be retained	\$0	\$0	\$0	\$0

	DOA Chart of Accounts
RESERVES	1090

	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-4				
C-4.1 Beginning Balance in Reserve Account (end of previous year)	\$60,343	\$60,343	\$56,676	\$56,676
C-4.2 <i>Date of Reserve Approval in Minutes:</i>				
C-4.3 Amount to be added to the reserve				
C-4.4 <i>Date of Reserve Approval in Minutes:</i>				
C-4.5 SUB-TOTAL	\$60,343	\$60,343	\$56,676	\$56,676
C-4.6 Identify the amount and project to be spent				
C-4.7 a. <u>TREE ANNUAL TRANS</u>		\$3,667		
C-4.8 b. _____				
C-4.9 c. _____				
C-4.10 <i>Date of Reserve Approval in Minutes:</i>				
C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$3,667	\$0	\$0
C-4.12 Balance to be retained	\$60,343	\$56,676	\$56,676	\$56,676

	DOA Chart of Accounts
BOND FUNDS	1060

	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-5				
C-5.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2 <i>Date of Reserve Approval in Minutes:</i>				
C-5.3 Amount to be added to the reserve				
C-5.4 <i>Date of Reserve Approval in Minutes:</i>				
C-5.5 SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6 Identify the amount and project to be spent				
C-5.7 <i>Date of Reserve Approval in Minutes:</i>				
C-5.8 Balance to be retained	\$0	\$0	\$0	\$0
C-5.9 TOTAL TO BE SPENT	\$0	\$3,667	\$0	\$0

